



**MINUTES OF THE REGULAR TOWN BOARD MEETING
JANUARY 14, 2016**

- I. Call Meeting to Order and Pledge of Allegiance** – The meeting was called to order at 6:30 p.m. by Chairman Heidtke. The Pledge of Allegiance was recited.
- A. Official Meeting Notification** - The official meeting notice was read into the record by Clerk Oliver.
- B. Roll Call** - Chairman Ray Heidtke, Supervisors Paul Huettl, Dan Kufahl, Robert Hartwig and Marcy Bishop were present. Also present was Town Attorney Tim Andringa, Town Zoning Administrator/Building Inspector Gordon Hoffmann and Town Clerk Julia Oliver. Town Treasurer Paul Eilbes was excused.
- C. Approval of the Agenda** – Motion by Hartwig, seconded by Bishop to approve the agenda. Motion carried.
- D. Approval of the Minutes** – Motion by Huettl, seconded by Bishop to approve the minutes of the December 10, 2015 Regular Town Board meeting. Motion carried.
- II. Closed Session** – **The Town Board may go into Closed Session pursuant to Wisconsin Statutes 19.85 (1)(g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved – specifically Case No. 14-CV-897.** Motion by Hartwig, seconded by Huettl to move into Closed Session. Roll call vote; Huettl-aye, Kufahl-aye, Heidtke-aye, Hartwig-aye, Bishop-aye; motion carried.
- III. Reconvene into Open Session** - Motion by Huettl, seconded by Hartwig to reconvene into Open Session. Roll call vote; Huettl-aye, Kufahl-aye, Heidtke-aye, Hartwig-aye, Bishop-aye; motion carried.
- A. Discussion and Possible Action on Item(s) Discussed in Closed Session, if Required.** No action.
- IV. Reports**
- A. Treasurer’s Report – Treasurer Eilbes** – Chairman Heidtke read the report from Treasurer Eilbes into the record. The December 31, 2015 account balances are as follows: General Fund Checking \$106,435.45; General Fund Money Market \$454,295.85; Encumbered Funds-Highway Money Market \$154,533.34; Encumbered Funds-Building Money Market \$39,700.52; Property Tax Checking \$3,252,097.01; Property Tax Money Market \$0; Park and Planning Checking \$4,468.32; Park Fund Savings \$5,391.40; Cemetery Fund \$16,699.50. Motion by Bishop, seconded by Hartwig to approve the Treasurer’s report as presented. Motion carried.
- V. Business**

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- A. Any Town Citizen Comment on an Agenda Item** – W. Hess commented on agenda item B.
- B. Update and Discussion – Town Residents (“Jackson Town Residents Against Attachment”) Notice of Injury and Claim** – No report or action.
- C. Discussion and Possible Action – JAYBA (Jackson Area Youth Baseball Association), Pat Sullivan, Board Chairman** – Sullivan asked to appear before the Town Board to provide an update on the youth baseball association and to present some facility improvement/expansion requests. Sullivan stated that 90% of all JAYBA practices and games are held at the Town Hall Park. JAYBA will paint the inside of the pavilion garage in spring 2016. Sullivan asked the Town Board to consider allowing JAYBA to add a GFI outlet at the pitchers mounds on field 1 and field 4 to accommodate the use of pitching machines. Also they would like the Town Board to allow JAYBA to build a T-ball field west of the pavilion. Heidtke commented the Master Plan would be consulted and also the request must start with a Park and Planning Commission hearing. Kufahl reminded JAYBA that they are responsible for the care of the building while they are using it.
- D. Discussion and Possible Action – Jackson Fire Service Contract** – Heidtke explained he proceeded with signing the fire service contract after language was added by Attorney Andringa in order to ensure the town residents would have emergency service coverage after January 1, 2016. Motion by Bishop, seconded by Huettl to approve the revised Jackson Fire Service Contract as presented. Motion carried without a negative vote.
- E. Discussion and Possible Action – Resolution for Plowing on Shared Roads, Village of Jackson** – No action. Heidtke noted he initiated discussion on plowing routes if the Village prevailed in the lawsuit and the annexation occurred. Heidtke also noted he would like a cooperative agreement in place in the event the Village or Town would need assistance, such as if a plow breaks down.
- F. Discussion and Possible Action – Assessor Contract, Grota Appraisals** – Motion by Kufahl, seconded by Hartwig to approve the 2016-2017 contract for assessment with Grota Appraisals. Motion carried without a negative vote.
- G. Discussion and Possible Action – Resolution Regarding Posting Locations for Public Notification** – Motion by Kufahl, seconded by Huettl to adopt Resolution J-16-001, a Resolution Regarding Posting Locations for Public Notification. Motion carried without a negative vote.
- H. Discussion and Possible Action – Annual Shredding and Recycling Event** – Clerk Oliver reported that she was unable to find a vendor that is available in April or May to conduct a paper and electronic shredding event. After discussion the Town Board asked Oliver to see if she could set up a date in June.
- I. Discussion and Possible Action – 2016 Crack Filling** – Motion by Huettl, seconded by Hartwig to bid out the 2016 crack filling for up to \$36,000, with the work completed under the direction of the Highway Supervisor. Motion carried without a negative vote.

VI. Supervisors and Clerk Reports

- A. Buildings – Supervisor Kufahl** – Kufahl reported there was an odor coming from the women’s bathroom floor drain which has been remedied by placing a bit of vegetable oil in the trap. Also, the Town Hall (including the Clerk’s office) has a mice infestation; an exterminator has been called.
- B. Highway Department – Chairman Heidtke** - Heidtke summarized the highway department report. Heidtke reported he recently attended a SEWRPC meeting where planning out to 2050 was discussed.

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The State Highway 60 reconstruction project has been placed on hold indefinitely, and the State Highway 60/County Highway Y roundabout project is scheduled for 2018.

- C. **Weed Commissioner** – Nothing additional to report.
 - D. **Grounds - Supervisor Hartwig** – Nothing additional to report.
 - E. **Transfer Station – Supervisor Huettl** – Huettl reported that he has been looking into safety protocols and OSHA requirements that are applicable to the Transfer Station. Huettl recommends sending Brad Flitsch to Hazardous Material training, and he would like to purchase some protective equipment such as hard hats, ear protection, reflective vests and safety glasses for the workers. Additionally Huettl would like to hire a few more (part time) workers.
 - F. **Chairman’s Report and Correspondence – Chairman Heidtke** – Nothing additional to report.
 - G. **Clerk’s Report and Correspondence – Clerk Oliver** – Oliver briefly summarized an email update received from Attorney Anderson regarding the Red Fox House Trust review. Oliver noted she has provided each Supervisor a copy of email correspondence from Joint Parks and Recreation Director Kelly Valentino, as well as a copy of the January 2016 Director’s Report. Oliver will attend the WTA District meeting on March 4, 2016 in Juneau; please notify her if you plan to attend. METCO will be conducting vapor testing inside the Town Garage on January 25, 2016 which will require them to drill a hole through the floor. Oliver noted the Greater Jackson Business Alliance membership renewal is due; does the Town Board want to renew the membership? Board of Review will be on May 19, 2016 from 6:00 – 8:00 p.m. at the Town Hall. Copies of the 2015 Building Permit Report provided by Gordon Hoffmann have been distributed to each Town Board member.
- VII. Future Agenda Items - Safety protocols and equipment for the Transfer Station. Additional employees for the Transfer Station.**
- VIII. Closed Session – The Town Board may go into Closed Session Pursuant to Wisconsin Statutes 19.85 (1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically road/mechanic position and transfer station positions.** Motion by Hartwig, seconded by Bishop to move into Closed Session. Roll call vote; Huettl-aye, Kufahl-aye, Heidtke-aye, Hartwig-aye, Bishop-aye; motion carried.
- IX. Reconvene into Open Session** – Motion by Huettl, seconded by Hartwig to reconvene into Open Session. Roll call vote; Huettl-aye, Kufahl-aye, Heidtke-aye, Hartwig-aye, Bishop-aye; motion carried.
- A. **Discussion and Possible Action on Items Discussed in Closed Session, if Required.** Motion by Kufahl, seconded by Hartwig to immediately increase the hourly pay rate for Al Guhl to \$22.50, and in 2017 increase his hourly rate of pay to \$24.00; no additional pay bumps will be made. Motion carried without a negative vote. Motion by Huettl, seconded by Bishop to immediately increase the hourly rate for Brad Flitsch to \$14.15 due to his new role as Transfer Station Supervisor. Motion carried without a negative vote.
- X. Announcements** – Chairman Heidtke noted upcoming meetings.

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XI. Approval of Vouchers – Motion by Huettl, seconded by Hartwig to approve the vouchers as presented. Motion carried.

XII. Adjournment – Motion by Huettl, seconded by Bishop to adjourn. Motion carried.

Respectfully submitted,

Julia Oliver, Town Clerk

Minutes Approved: _____

Next Resolution Number: J-16-002
Next Ordinance Number: J-16-001